

Design Memorandum No. 02-2004

TO: Engineering Offices and Divisions
Districts
Consulting Engineers

FROM: Mark S. Gaydos, P.E. - Design Engineer

DATE: February 6, 2004

SUBJECT: INCIDENTAL ITEMS

Design Manual Reference:

Section III-21.08

— ° — Revision

— Supplemental

Introduction

The memorandum provides additional guidance on Incidental Items.

Implementation

The use of this guidance is to be implemented for plans completed for the April 2004 bid letting or later.

Guidance

The attached memorandum identifies practices for the use of incidental pay items.

In addition to the attached memorandum, **TESTING** on Hot Bituminous Pavement Superpave project will be included in the price bid for the HBP

Questions

Any questions regarding the content or implementation of the memorandum should be referred to Ron Henke, Design Division, 701-328-4445.

Recommended Approval:


Signed
Francis G. Ziegler – Director of Project Development

2/6/04
Date

MEMORANDUM

DATE	1/27/04
ITEM	Incidental Items

TO: Grant Levi, Deputy Director for Engineering

FROM: Gary Berreth, Director Office of Operations 
Francis Ziegler, Director Office of Project Development

DATE: January 27, 2004

SUBJECT: INCIDENTAL ITEMS

We've addressed the subject of incidental items with various groups including, project development divisions, districts, and AGC. The following is the recommended course of action.

The memorandum identifies practices for the use of incidental pay items. Except for the items listed below, it is the intent of the department not to add incidental items in excess of what already exists in the specifications and standard details. If however a new item must be added the following guidelines should be followed prior to making any new items incidental.

Separate pay items should be provided when:

- a) Any item that is not a specific component of another item that exceeds \$2000.00.
- b) The work item quantity is variable and difficult to measure or determine by the contractor.
- c) When the department needs to determine the costs for a certain work item.
- d) Or when approved by the Director of Project Development.

However, several minor work items may be combined in a single descriptive work item. Example: "Approach inslope Reconstruction", where the minor work items includes striping and replacing topsoil, borrow, and seeding, are combined into a single bid item and paid on a per each basis.

In addition, the following items have been identified and will be treated as such:

- ✓ **Blotter Sand** will be included in the price bid for other items on Seal Coats projects and on projects where the blotter material quantity is less than 300 tons (approximately). Blotter will be a pay item on all other projects.
- ✓ **Tack Coat** will be included in the price bid for HBP on projects where the HBP quantity is less than 1000 tons (approximately) or on urban concrete projects with HBP tie in. Tack will be a pay item on all other projects.
- ✓ **Dowel Bars** will be included in the price bid for the Concrete on Reconstruction Projects.
- ✓ **Dowel Bars** will be a pay item on CPR and Dowel Bar Retrofit Projects.

- ✓ **Sawing and Sealing** will be included in the price bid for the Concrete on Reconstruction Projects.
- ✓ **Sawing and Sealing** will be a pay item on CPR and Dowel Bar Retrofit Projects.
- ✓ **Prime** will be included in the price bid for HBP on projects where the HBP quantity is less than 1000 tons (approximately). Prime will be a pay item on all other projects.
- ✓ **Testing** on QC/QA projects will be included in the price for the HBP.
- ✓ **Topsoil** will be paid as specified in the spec book.
- ✓ **Asphalt Cement** will be included in the price bid for the HBP on projects where the HBP quantity is less than 1,000 tons (approximately). Asphalt Cement will be a pay item on all other projects.
- ✓ **Flagging and Pilot Car** will be included in the price bid for other items on Seal Coat Projects. Flagging and pilot car will be a pay item on all other projects.

If an item is included in the price bid for other work, the plans and specifications should specify which item the costs are include in. Incidental items, where added for a specific project are to be included in the plan notes.

Approved:



Grant Levi – Deputy Director for Engineering

1/29/04

Date